



City of
WOODSTOCK

Department of Community and Economic Development
121 W. Calhoun Street, Woodstock, Illinois 60098
www.woodstockil.gov

Permit number

phone 815.338.4305

fax 815.334.2267

communitydevelopment@woodstockil.gov

TEMPORARY SIGN PERMIT APPLICATION

Address of Sign _____

Business/Organization _____

Applicant: _____

Applicant is ☐ Business owner ☐ Property owner ☐ Sign Contractor ☐ Other

Mailing Address of Applicant: _____

Phone Number: _____ Fax: _____ Email: _____

SIGN TYPE

☐ **Extraordinary Promotional Sign (\$30.00 fee)** May be displayed for up to four times per year for a cumulative total of 60 days. Please specify promotional time periods. *(If future promotions have not been determined, you must call or send a copy of this permit to Community Development with up to date information about the time period before displaying signage.)* Specify promotion dates below.

☐ **Sidewalk** (renew annually)

☐ **Grand Opening** (max. 21 days)

☐ **Future Location** (max. 6 months)

☐ **Temp. Identification** (max. 60 days)

☐ **Event** (max. 21 days)

☐ **Construction** (renew annually)

☐ **Real Estate Development** (renew annually)

☐ **Not for Profit fundraising** (max. 45 days)

SIGN INFORMATION

☐ **wall mounted banner** _____ sq. ft.

☐ **free standing** _____ sq. ft.

☐ **ground mounted banner** _____ sq. ft.

☐ **inflatable** _____ ft.
(specify max. dimension)

☐ **pole mounted banner** _____ sq. ft.

☐ **pennants**

☐ **a-frame** _____ sq. ft.

I have read the attached regulations and I agree that the City may rescind this permit for failure to comply with the provisions of the Woodstock Sign Control Ordinance and this permit.

Applicant's signature _____ Date _____

Approved by: _____ Date issued: _____ Permit fee: _____

Special conditions: _____

SIGN REMOVAL DEADLINE: _____

PERMIT APPLICATION PROCESS

1. Complete page one of the permit application form and sign the agreement below.
2. Attach a drawing of the proposed sign and a site plan showing the location of the proposed temporary sign.
3. Submit to the Woodstock Community Development Department for review. Fee is paid upon approval.

TEMPORARY SIGN REGULATIONS

GENERAL PROVISIONS

Signs must be professional, in quality.

Changeable copy is prohibited.

No sign shall not be placed in the public right of way.

No sign may block visibility for traffic or pedestrians entering and exiting the site.

Temporary signs shall not distract motorists.

EXTRAORDINARY PROMOTIONAL SIGNS are for promotional displays for up to 60 days per year. A business may obtain one Extraordinary Promotional sign permit each year. A sign may be displayed for 60 consecutive days or up to 4 shorter periods of time. (\$30.00 permit fee) A promotional sign may be a banner, a-frame or sandwich sign, free standing sign constructed of wood, metal or other durable material, pennants, or an inflatable balloon with a maximum longest or widest dimension of 9 feet. It may not be installed on a roof or in a required parking space.

SIDEWALK SIGNS: A business which has no alternative location for a permanent ground sign on private property may display one sidewalk sign which is oriented to pedestrians, not motorists. A sidewalk sign may be up to 6 sq. ft in area and should be between three and four feet in height. A sidewalk sign must be professionally prepared and maintained in good condition. Dry erase boards and chalkboards are not permitted unless they are within a decorative frame. The sign message shall be related to the goods and services sold on the premises. Changeable copy lettering is not allowed. (\$30 permit fee)

GRAND OPENING SIGN: A business may display one grand opening sign with a maximum area of 32 sq. ft. for 21 days. One sign may be permitted for each frontage. (\$10.00 permit fee)

CONSTRUCTION SIGN: A construction sign in a residential zoning district may be 16 sq. ft; a construction sign in business or manufacturing zoning district may be up to 32 sq. ft. in area. (\$50.00 permit fee)

REAL ESTATE DEVELOPMENT SIGN: One real estate development sign is allowed for a development in any zoning district, consisting of 5 or more lots or units, or a parcel of land having 2 or more acres. The sign may contain the name of the representative or real estate agency, logo and telephone number, a brief description of the zoning and number of lots or units available. A real estate sign may be up to 32 sq. ft. in area and a permit is good for one year. (\$50.00 permit fee)

FUTURE LOCATION SIGN: One future location sign may be used to announce the name of a future establishment. This sign is allowed for 6 months and may be renewed building permit has been issued. The maximum sign size is based on the maximum allowable size for an equivalent permanent sign. (\$10.00 permit fee)

TEMPORARY IDENTIFICATION SIGN: One sign announcing the formal name and secondary information about an establishment may be permitted for 60 days or until an approved permanent sign is installed. (\$10.00 permit fee)

EVENT: One sign may be located on each side of a lot or parcel or on the face of building which has frontage on a public street. An event sign may be used to identify an organization's name, the name of the event, and the dates and time of the event. An event sign may be displayed 21 days prior to the event and may have a maximum area of 32 square feet (\$10.00 permit fee) and shall be removed within 48 hours of the event.

NON-PROFIT ORGANIZATION FUNDRAISING CAMPAIGN SIGN: Temporary signs, not exceeding 32 square feet in area, may be placed on properties in non-residential zoning districts, for not more than 45 days in any twelve month period. A maximum of one sign is allowed on any zoning lot. Fundraising campaign signs may be off-premises, but not in a public right of way. (\$10 permit fee for each sign)